

## **SUPERVISING CORRECTIONAL COUNSELOR**

### **DEFINITION:**

Under direction, to supervise Correctional Counselors in providing professional counseling services to inmates held in the Sheriff's detention facilities; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

This is the supervisory-level in the Correctional Counselor series, allocated only to the Sheriff's Department, Detentions Services Bureau. The Supervising Correctional Counselor reports to the Industry and Inmate Programs Manager, and is responsible for providing first-line supervision over subordinate Correctional Counselors conducting inmate counseling in County detention facilities. This class differs from the next lower-level class, Correctional Counselor, in that the latter is the journey-level in the Correctional Counselor series.

### **EXAMPLES OF DUTIES:**

Plans, directs, coordinates, schedules, assigns, trains, and evaluates the work of subordinate Counselor staff; establishes counseling service definitions, goals, and objectives; prepares reports and correspondence consisting of unit work and recommendations; plans, coordinates, and implements a wide range of correctional programs such as County Parole, Inmate Classification, Work Furlough, Inmate Education, Law Library, Legal Services, and other educational, religious, or social programs; acts as liaison between probation, parole, and outside community agencies with regard to inmate matters; and may serve on and carry out the orders of the County Parole Board.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Supervision and training principles and techniques.
- Program planning and management techniques related to correctional counseling.
- Policy and procedures of a detention facility.
- Criminal justice system, especially law enforcement, judicial, and detention/correction systems.
- Statutes and case law related to correctional services.
- Current trends and techniques in correctional services.
- Human behavior theory, especially related to criminal behavior and institutional confinement.
- Counseling principles, techniques, and methods.
- Community services and referral agencies resources.

#### **Skills and Abilities to:**

- Plan, direct, coordinate, schedule, assign, train, and evaluate the work of subordinate Counselor staff.
- Manage the activities of correctional counseling services in detention facilities.
- Design, coordinate, and implement a variety of correctional services, educational and social programs for inmates.
- Counsel incarcerated clients.
- Understand the complexity of human situations that may arise during institutional confinement and work to assist inmates with psychological, personal and social needs during detention.

- Establish and maintain effective counseling relationships with clients of various socio-economic, cultural, and educational backgrounds.
- Prepare clear and concise reports/correspondence for department, court, and Parole Board review
- Make logical and consistent decisions.
- Communicate effectively in oral and written form.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which clearly demonstrate the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited college or university in social work, psychology, sociology, or a closely related field; AND, four (4) years of progressively responsible counseling experience; OR,
2. One (1) year as a Correctional Counselor in the San Diego County's Sheriff's Department.

**Note:** Previous experience supervising subordinate counselors in a detention facility or jail institution is highly desirable.

### **SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

#### **Background Investigation:**

Candidates must have a reputation for honest and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending upon number, severity and recency. Candidates will be subject to a thorough background check and polygraph examination.

#### **Working Conditions:**

Incumbents work within a locked facility with restricted access. They may be assigned to any of the custodial facilities.